Contract Administration

Briefer: Brenda Hopson

PKPB

Contract Administration Contracting Handbook- Part 42 Update

- Purpose of Update
- Contract Administration
  - Administrative Contracting Office
  - Procuring Contracting Officer
  - Administration of Contracts
- Contract Close-Out Procedures
- Highlight of Other Areas

Contract Administration
Contracting Handbook - Part 42 Update

- Purpose
  - Directed By PK
  - Provide Written Guidance on Contract Administration
  - Capture Knowledge and Best Practices of various individuals handling Administration

Contract Administration Contracting Handbook – Part 42

- Administration IPT Members
  - Brenda Hopson/PKPB
  - Judy Micik/LAK
  - Emily Walker/LEK
  - J. J. Frier/LFK
  - Deena Wallace/LKK
  - Janie Shenett/LNK
  - Jane Greathouse/LYK

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- Administrative Contracting Office
  - DCMA Functions
    - Identified in FAR 42.201(a)(1)
    - http://www.dcma.mil
  - Recommends Use of Memorandum of Agreements
    - Recommended by SAF/AQ for all ACAT Programs
  - Issues DD Form 1716 – Contract Data Package Recommendation Deficiency Report for Noted Deficiencies
  - DCMA Customer Liaison (Doris Sciara 926-1134)

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- Procuring Contracting Officer's Functions
  - Described in FAR 42.302(b)
- Identification of Quick References
  - AF Contracting Toolkit
    - http://www.safaq.hq.af.mil/contracting/toolkit
  - AFMC Guide
    - http://www.afmc-mil.wpafb.af.mil/HQ-AFM/PK/Pkopr1.htm
  - FAR References for Major Subjects

Contracts Administration Contracting Handbook – Part 42

- Administration of Contracts
  - Negotiate Consideration for Contract Delays
    - Sample Formula for calculating cost
  - Pro-Active Approach to Foster On-Time Deliveries
    - Sample Follow-up Letters
  - Production Status Reporting (J041 Products) for monitoring and file maintenance of active contracts
    - Post Award
    - Production Delinquency Status
    - Hardware Line Item Deficiency

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- Contract File Documentation
  - Discussions with Contractors, etc.
  - Post Award Conferences
  - Notification of Visits to Contractor's Facility
  - Issuance of Stop Work Order
    - Include minimum information in FAR 42.1303(b)
    - Approval required at one level above the PCO

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- Close-Out Procedures
  - FAR Section 4.804 in addition to FAR 42
  - Communication with the ACO is essential
  - Use of MOCAS and CPAS Systems
  - Use of Responsible Contract Reconciliation Agent
  - AFMC Close-out Guide
    - https//www.afmc-mil.wpafb.af.mil/organization/HQ-AFMC/PK/PKP/closeoutguides/default.htm
- PKO Contract will soon be available for ordering contractor support
  - POC: Jimmy Katsekis/PKOS

Contract Administration Other Areas

- Contractor Performance Information
  - Focal Point WR-ALC/AE John Hein
  - http://pkec.robins.af.mil/ae/cpars.htm
- Voluntary Refunds
  - Procedures listed in 242.7102(90) of Handbook.
  - Focal Point is PKPF
- Zero-Overpricing
  - http://pkec.robins.af.mil/pr/pkpb.htp
  - Focal Point is Cassandra Tharpe/PKPB